

Classification: Administrative Assistant I	Position No. 535-180-5361-xxx
CBID: R01	Office: Media and Public Communications
Date Prepared: July 1, 2015	Division: Executive Office/Small Offices
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Assistant Executive Director, Media and Publications Office (MPCO), the Administrative Assistant I will assist with the day-to-day administrative details of the Media and Public Communications Office (MPCO), which is a high-profile office. The Administrative Assistant I will independently take action based on limited instructions, identifying significant administrative issues and problems, and recommend action to the Assistant Executive Director.

This is a challenging position where the incumbent will be responsible for office administration duties including answering and directing phone calls, collecting and retrieving reports and documents from the Governor's Office, Natural Resources Agency, and other public and private agencies. The incumbent works cooperatively and tactfully with the five Commissioners' offices and other Energy Commission staff to facilitate the work of the office and should have excellent communications skills, experience with Microsoft Word, Excel and Outlook and the ability to work in a fast-paced office independently and as part of a team.

WORKING CONDITIONS: Work is performed indoors in an office setting requiring the incumbent to sit, stand, walk; use Energy Commission (Commission) approved software and operate various types of office equipment to perform the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES:

- 35% Process incoming/outgoing mail and act as the first point of contact for all media calls. Screen and respond with tact and diplomacy to inquiries of a non-technical nature or identify appropriate staff to do so. Prepare weekly reports, spreadsheets, and communications for the Assistant Executive Director and MPCO staff.
- 25% Serve as an administrative liaison, records retention liaison, IT liaison, timekeeper and contract manager for the MPCO. Prepare recruitment documents, budget reports, work plans, and other administrative reports required of the MPCO.
- 15% Assist in planning, scheduling, organizing special projects as assigned by the Assistant Executive Director. Maintain the appointment calendar for the Assistant Executive Director, and schedule meetings as needed.
- 10% Prepare in-state travel expense claims, which includes arranging travel for the Assistant Executive Director, compiling data on travel itineraries and travel expenses.
- 10% Proofread documents for Commission format and grammar accuracy. General filing and other routine administrative duties required by the MPCO.
- 5% Other duties as required consistent within the specifications for the classification.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div></div> <div>Date</div> <div>Administrative Assistant I</div>	<div></div> <div>Albert Lundeen</div> <div>Assistant Executive Director (A)</div> <div>Media and Public Communications</div> <div>Date</div>